

# APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, color, age, sex, religion, handicap or national origin.

## PERSONAL INFORMATION

Date

Name

Last

First

Middle

Present Address

Street

City

State

Zip

Permanent Address

Street

City

State

Zip

Phone No.

Referred  
By

Are you 18 years of age or older? ☐ Yes ☐ No

## EMPLOYMENT DESIRED

Position

Date You  
Can Start

Salary  
Desired

Are You Employed Now? ☐ Yes ☐ No

If So May We Contact  
Your Present Employer?

☐ Yes ☐ No

Ever Applied to this Company Before? ☐ Yes ☐ No

Where?

When?

## EDUCATION

Name and Location of School

Circle  
Last Year  
Completed

Did You  
Graduate?

Subjects Studied and  
Degree(s) Received

High School

1 2 3 4

☐ Yes  
☐ No

College

1 2 3 4

☐ Yes  
☐ No

Trade, Graduate, Business  
or Correspondence  
School

1 2 3 4

☐ Yes  
☐ No

## GENERAL

Subjects of Special Study or Research Work

Job Related Skills (computer, driver's license certifications, etc.)

**EMPLOYMENT HISTORY** List below your last four employers, starting with the last one first.

Date Month and Year	Name and Address of Employer	Phone Number	Supervisor	Salary (upon leaving)	Position	Reason for Leaving
From						
To						
From						
To						
From						
To						
From						
To						

**REFERENCES** List below three persons not related to you, whom you have known at least one year.

Name	Address	Phone Number	Position	Years Acquainted
1				
2				
3				

If you are to be hired by the company, you will be required to attest to your identity and employment eligibility, and to present documents confirming your identity and employment eligibility. You cannot be hired if you cannot comply with these requirements.

**AUTHORIZATION**

I certify that the facts contained in this application (and accompanying resume, if any) are true and complete to the best of my knowledge. I understand that any false statement, omission, or misrepresentation on this application is sufficient cause for refusal to hire, or dismissal if I have been employed, no matter when discovered by the Company.

I understand that any employment is conditioned on a background check. I authorize the Company to thoroughly investigate all statements contained in my application or resume, and I authorize my former employers and references to disclose information regarding my former employment, character and general reputation to the Company, without giving me prior notice of such disclosure. In addition, I release the Company, any former employers and all references listed above from any and all claims, demands or liabilities arising out of or related to such investigation or disclosure.

I understand and agree that nothing contained in this application, or conveyed during any interview, is intended to create an employment contract. I further understand and agree that if I am hired, my employment will be "at will" and without fixed term, and may be terminated at any time, with or without cause and without prior notice, at the option of either myself or the Company. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the Company unless made in writing by an authorized Company representative.

If I am offered employment I agree to submit to a medical examination and drug test, if required, before starting work. If employed, I also agree to submit to a medical examination or drug test at any time deemed appropriate by the Company and as permitted by law. I consent to such examinations and tests, and I request that the examining doctor disclose to the Company the results of the examination, which results shall remain confidential and segregated from my personnel file. I understand that my employment or continued employment, to the extent permitted by law, is contingent upon satisfactory medical examinations and drug test, if required, and if I am hired a condition of my employment will be that I abide by the Company's Drug and Alcohol Policy.

I understand that acceptance of this form does not indicate there is a position open and does not obligate the Company to hire. If hired, I agree to abide by all Company work rules, policies and procedures. The Company retains the right to revise its policies or procedures, in whole or in part, at any time.

Date

Signature

## City of Ada

### Veteran's Preference Points Application Instructions

Preference points are awarded to qualified veterans and spouses of deceased or disabled veterans to add to their exam results. Points are awarded subject to the provisions of Minnesota Statutes 43A.11. To be eligible for veterans preference points you must:

1. Be separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty for 181 consecutive days or by reason of disability incurred while serving on active duty, and be a citizen of the United States or resident alien; or be the surviving spouse of a deceased veteran (as defined above) or the spouse of a disabled veteran who because of the disability is not able to qualify; AND
2. NOT be currently receiving or eligible to receive a monthly veteran's pension based exclusively on length of military service.

The information you provide on this form will be used to determine your eligibility for veteran's preference points. You are not required to supply this information, but we cannot award veteran's points without it.

YOU MUST SUPPLY A COPY OF YOUR DD214. DISABLED VETERANS MUST ALSO SUPPLY FORM FL-802 OR AN EQUIVALENT LETTER FROM A SERVICE RETIREMENT BOARD. SPOUSES APPLYING FOR PREFERENCE POINTS MUST SUPPLY THEIR MARRIAGE CERTIFICATE, THE VETERAN'S DD214 AND FL-802 OR DEATH CERTIFICATE. If you supply the supporting documentation by separate mail, your name and the position applied for must be included.

**ARE YOU APPLYING FOR VETERANS BONUS POINTS?** YES \_\_\_\_\_ NO \_\_\_\_\_

If you answered "yes", your DD214 or other documentation must be received no later than 7 calendar days after the application deadline for the position.

### VETERAN'S PREFERENCE POINTS APPLICATION

Veteran: Self \_\_\_\_\_ Spouse \_\_\_\_\_ If spouse, veteran's name: \_\_\_\_\_  
Branch of Service \_\_\_\_\_ Period of Active Duty from: \_\_\_\_\_ to: \_\_\_\_\_  
Rank at discharge: \_\_\_\_\_ Type of discharge: \_\_\_\_\_  
Date of final discharge: \_\_\_\_\_ Service No: \_\_\_\_\_  
Are you receiving or eligible for a military pension? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you have a compensable service - related disability? Yes \_\_\_\_\_ No \_\_\_\_\_  
Preference requested: Veteran \_\_\_\_\_ Disabled Veteran \_\_\_\_\_ Spouse of disabled veteran \_\_\_\_\_  
Spouse of deceased veteran \_\_\_\_\_

Your Preference Points application cannot be considered without supporting documentation (see instructions above). If the documentation is not attached, it must be received in our office no later than 7 calendar days after the application deadline for the position in order to guarantee points are awarded in a timely manner.

Supporting documentation \_\_\_\_\_ is attached  
\_\_\_\_\_ will be submitted within 7 days of application deadline.

**FOR OFFICE USE ONLY**

5 points \_\_\_\_\_ 10 points \_\_\_\_\_

**City of Ada**  
**Your Rights as a Subject of Data**

In accordance with the Minnesota Government Data Practices Act, the City of Ada is required to inform you of your rights as they pertain to the private information collected from you. Private data is that information which is available to you, but not to the public. The personal information we collect about you is private.

Minnesota Statutes 13.01 through 13.87 (1983) on data practices require that you be informed that the following information which you are asked to provide in the employment application process is considered private data:

- 1 - Name
- 2 - Home address
- 3 - Home phone number
- 4 - Social security number
- 5 - Date of birth
- 6 - Gender
- 7 - race / ethnic group
- 8 - Disability status
- 9 - Test accommodation information

We ask this information for the following reasons:

- to distinguish you from other applicants and identify you in our personnel files;
- to enable us to verify that you are the individual who made the application;
- to enable us to contact you when additional information is required, send you notices and / or schedule you for interviews;
- to determine if you meet the minimum age requirements (if any);
- to conduct proper investigations if you are applying for a position;
- to determine whether or not your conviction record may be a job related consideration affecting your suitability for the position you are applying for;
- to meet federal and state reporting requirements and
- to make processing more efficient.

Furnishing social security number, date of birth (unless a minimum age is required), gender, race / ethnic group, disability status, test accommodation and Veterans preference information is voluntary. Refusal to supply other requested information may mean that your application for employment will not be considered.

Private data is available only to you and to other persons in the City of Ada offices who have a need for it. Public data is available to anyone requesting it and consists of all data furnished in the employment process that is not described in this notice as private information.

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Signature of applicant

Date

**City of Ada  
Employee Data**

If you are hired, the following information about you will be public (available to anyone who requests it):

1. Your name;
2. Your actual gross salary and salary range;
3. Your actual gross pension;
4. The value and nature of your fringe benefits;
5. The basis for and the amount of any added remuneration, such as expense reimbursement, in addition to your salary;
6. Your job title;
7. Your job description;
8. The dates of your first and last employment with us;
9. The status of any complaints or charges against you while you work for the City of Ada, whether or not they result in a disciplinary action;
10. The final outcome of any disciplinary action taken against you as an employee of the City of Ada and all the supporting documentation about your case;
11. Your city and county of residence;
12. Honors and awards received in connection with county employment;
13. Data which accounts for the employee's work time.

## City of Ada

### Notice to Applicants

In accordance with M. S. 1304 Subd. 2 we must inform you of your rights as a subject of government data. The information you give us about yourself is needed to identify you and to assist in determining your suitability for the position(s) for which you are applying.

The information that we collect about you is classified as either Public or Private. Public means that it is available to anyone who asks to see it. Private means that the information is available only to the person the information is about and the staff who must use it in the normal course of conducting city business and as otherwise provided for by law. Your name is considered private until you are certified as eligible for appointment to a vacancy. All other information on the application is public.

<b>Private Data</b>	<b>Why we ask for it</b>	<b>Are you legally obligated to provide it?</b>	<b>What may happen if you don't provide it?</b>
<b>Name</b>	To distinguish you from all other applicants	Yes	Failure to provide information may be cause for rejecting an application
<b>Address</b>	To be able to send you notices	Yes	Failure to provide information may be cause for rejecting an application.
<b>Daytime Telephone</b>	To be able to contact you to determine availability for interview.	No	We may not be able to contact you for an interview.
<b>Drivers License #</b>	Necessary for positions that require driving.	No	We may not be able to process your application for a position requiring driving.
<b>Relatives</b>	To assure compliance with the city's Nepotism Policy	No	In most cases, nothing. If hired, failure to do so could result in undue suspicion or embarrassment and may result in disciplinary action.
<b>Sex, racial / ethnic group, handicapped status</b>	To be able to make Equal Opportunity reports as required by law and to provide affirmative action in city service.	No	We will not be able to determine whether our selection processes result in unfair discrimination, or to take affirmative action in our hiring.